

# **TRANSPORTATION PROGRAM MANAGER**

**BASIC FUNCTION:** Under general supervision of the Director of the Transportation Department, assists in coordinating transportation planning activities required to administer the Coachella Valley Transportation Program.

**REPRESENTATIVE DUTIES:** Responsibilities may include, but are not limited to the following:

- Reviews proposals of consulting architectural/engineering firms performing work for CVAG or its member agencies and evaluates their performance; reviews construction contract modifications and assists in negotiation of Contract Change Orders; prepares and monitors project budgets and expenditures; processes state and federal billing formats.
- Conducts technical studies and prepares reports and recommendations related to traffic, transportation, or other specialized studies.
- Gathers technical data required for planning of a wide variety of engineering/transportation planning projects; provides technical expertise to CVAG's member agencies, the public, and technical oversight to consultants; negotiates, coordinates the gathering, collecting and analyzing of regional data by working with city and county administrative, management, and technical personnel.
- Conducts meetings to monitor proposed transportation projects and gathers input from CVAG member agencies; assists in answering questions and providing information relating to CVAG's Transportation Program policies.
- Provides transportation analysis and planning, including transportation networks and modeling; analyzes transportation/land use interactions using computer software programs; reviews and inputs socio-economic data; assists with policy development and implementation strategies and prepares and presents reports related to the administration of the Coachella Valley Transportation Program.
- Coordinates and prepares funding agreements; negotiates cooperative agreements with other agencies.

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- Performs contract administration, monitors project budgets and expenditures, evaluates invoices, and processing billings for transportation projects.
- Prepares Requests for Qualification/ Proposal, evaluates proposals, conducts interviews and negotiates with consultants for transportation planning, design and construction projects.
- Facilitates group consensus building, intergovernmental coordination, strategic planning, and impact analysis through effective public speaking, and work group management and administration.
- Assists in the development of the Department's work plans and annual budget.
- Performs special assignments as directed by the Executive Director and the Director of the Transportation Department, upon request.

**MINIMUM QUALIFICATIONS:** Requires a Bachelor's Degree in a related field plus four years of transportation planning/engineering. Knowledge/background in transportation planning, transportation modeling, and land use planning are highly desirable. Analytical, organization and communication skills as well as computer literacy in word processing, spreadsheets (Windows) and some transportation modeling are essential.

**PHYSICAL CONDITIONS:** Essential and marginal functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time.

**LICENSES AND CERTIFICATES:** Valid California Driver's License.

**CLASSIFICATION:** 2